

## DISPOSITION OF USELESS PAPERS IN THE POST OFFICE DEPARTMENT

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FEBRUARY 12, 1925.—Ordered to be printed

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Mr. MOORES of Indiana, from the Joint Select Committee on Disposition of Useless Executive Papers, submitted the following

### REPORT

[On disposition of useless papers in the Post Office Department]

The Joint Select Committee of the Senate and House of Representatives appointed on the part of the Senate and on the part of the House of Representatives, to which are referred the reports of the heads of departments, bureaus, etc., in respect to the accumulation therein of old and useless files of papers which are not needed or useful in the transaction of the current business therein, respectively, and have no permanent value or historical interest, with accompanying statements of the condition and character of such papers, respectfully report to the Senate and House of Representatives, pursuant to an act entitled "An act to authorize and provide for the disposition of useless papers in the executive departments," approved February 16, 1889, as follows:

Your committee have met and, by a subcommittee appointed by your committee, carefully and fully examined the said reports so referred to your committee and the statements of the condition and the character of such files and papers therein described, and we find and report that the files and papers described in the report of the Post Office Department to the Sixty-eighth Congress, second session, dated December 18, 1924, are not needed in the transaction of the current business of such department and bureaus and have no permanent value or historical interest.

We recommend that, as required by law, the Post Office Department sell as waste paper or otherwise dispose of such files of papers upon the best obtainable terms after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress.

Respectfully submitted to the Senate and House of Representatives.

MERRILL MOORE,  
A. B. ROUSE,  
*Members on the part of the House.*  
THOMAS STERLING,  
KENNETH MCKELLAR,  
*Members on the part of the Senate.*

POST OFFICE DEPARTMENT,  
Washington, D. C., December 18, 1924.

The SPEAKER HOUSE OF REPRESENTATIVES, Washington, D. C.

MY DEAR MR. SPEAKER: In conformity with the provisions of the act of February 16, 1889, I have the honor to transmit herewith a schedule of papers and documents which are not needed in the transaction of public business and which, in the opinion of this department, have no permanent value or historical interest.

In accordance with the Executive order dated March 16, 1912, a list has been submitted to the Librarian of Congress, who is of the opinion that none of the papers and documents have any historical value.

The space required for the storage of these papers and documents is urgently needed for other purposes and it is therefore requested that early action be taken to have the samples examined by the Joint Select Committee on the Disposition of Useless Papers in the Executive Departments, in order that they may decide whether the papers and documents in question may be destroyed and the department relieved of their care.

A copy of this communication has this date been transmitted to the President of the United States Senate.

Sincerely yours,

HARRY S. NEW, *Postmaster General.*

LIST OF RECORDS, PAPERS, AND DOCUMENTS RECOMMENDED FOR DESTRUCTION  
IN THE POST OFFICE DEPARTMENT

OFFICE OF THE CHIEF CLERK

Exhibit

1. Applications for leave of absence prior to January 1, 1924.
2. Requisitions for printing and binding prior to January 1, 1919.

OFFICE OF SOLICITOR

1. No claim records prior to December 31, 1913.

OFFICE OF PURCHASING AGENT

1. Orders for supplies, form No. 308, should be destroyed prior to 1919.
2. Orders for supplies, form No. 307, should be destroyed prior to 1919.
3. Unimportant correspondence should be destroyed prior to 1922.
4. Postmaster's allowance form Nos. 4629 and 4711 should be destroyed prior to 1923.
5. Catalogues should be destroyed prior to 1923.

OFFICE OF CHIEF INSPECTOR

1. Relating to irregularities in the registered mails, Class A, Nos. 8197 to 20420, inclusive, July 1, 1918, to June 30, 1919.
2. Cases pertaining to depredations upon the mails, Class D, Nos. 7026 to 14946, inclusive, July 1, 1918, to June 30, 1919.
3. Cases relating to irregularities in connection with the Parcel Post System, Class P, Nos. 13183 to 16375, inclusive, July 1, 1918, to June 30, 1919.

4. Relating to losses, etc., of foreign ordinary and registered mails, Class F, Nos. 136200 to 139999, inclusive, July 1, 1918, to June 30, 1919.  
Same, 221000 to 230399, inclusive, July 1, 1918, to June 30, 1919.  
Same, 363000 to 379049, inclusive, July 1, 1918, to June 30, 1919.  
Same, 450000 to 451,499, inclusive, January 1, 1919, to June 30, 1919.  
Same, 617000 to 623999, inclusive, January 1, 1919, to June 30, 1919.
5. Relating to the fraudulent use of the mails, obscene matter, etc., Class E, Nos. 68874 to 71118, inclusive, January 2, 1919, to June 30, 1919.
6. Relating to failure of postmasters to make returns of customs duties, Class CF, Nos. 123 to 183, July 1, 1918, to June 30, 1919.
7. Relating to the inspection of rural delivery routes, Class RI, Nos. 23454 to 24649, inclusive, January 3, 1913, to June 30, 1914.
8. Relating to the establishment of rural delivery service, Class RE, Nos. 14684 to 15378, inclusive, January 3, 1913, to June 30, 1914.
9. Cases relating to the inspection of post offices arranged alphabetically, fiscal year ended June 30, 1919.
10. Cases relating to miscellaneous investigation of the Postal Service, Nos. 16323 to 43350, inclusive, March 20, 1918, to June 30, 1919.

## OFFICE OF FIRST ASSISTANT POSTMASTER GENERAL

## DIVISION OF POSTMASTERS' APPOINTMENTS

1. Appointments of presidential postmasters, all prior to March 5, 1919.
2. All establishment cases prior to March 5, 1919.
3. All appointment cases prior to March 5, 1919.
4. All discontinued cases prior to March 5, 1919.

## DIVISION OF POST OFFICE SERVICE

5. Fiscal years 1920 and 1921. SSH. Complete general correspondence relating to service and allowances for clerk hire.
6. Fiscal years 1921 and 1922. SSK. Complete correspondence on complaints of nondelivery or delayed delivery of ordinary mail matter.
7. Regular personnel file, fiscal year ended June 30, 1918.
- 7a. Personnel file, village delivery carriers prior to July 1, 1917.
8. Efficiency records, 1919.
9. Efficiency records, 1920.
10. Answers to circular letter regarding retirement of employees.
11. City delivery files, fiscal year ended June 30, 1921.

## DIVISION OF DEAD LETTERS AND DEAD PARCEL POST

12. 20 books, registry lists, bound (1916 to 1920, inclusive).
13. 15 books, record of dead money letters, volumes 95, 97, 99, 101, 103 (1916 to 1920, inclusive).
14. 1 book, record of money letters returned (1917 to 1919, inclusive).
15. 24 books, miscellaneous correspondence, carbon copies (December 30, 1914, to December 15, 1919, inclusive).

## DIVISION OF MOTOR VEHICLE SERVICE

16. Tire records, fiscal year, 1919.
17. Miscellaneous bills, fiscal year, 1921.
18. Miscellaneous service complaints, fiscal years, 1916-1921.
19. Memorandum record cards of surplus stock, prior to 1921.
20. Monthly material and equipment reports, from May, 1921, to June, 1922.
21. Replies to circular letters dated July 1, 1922, and January 27, 1923. (These constitute a considerable package and are of no particular use or value for future reference.)
22. Bureau copies of truck body orders, 1917 to 1920, inclusive.
23. Mimeographed sheets of motor vehicle service rules and regulations.
24. Files of motorcycle offices, 1922 and prior thereto.
25. Bureau copies of motor-vehicle orders placed by purchasing agent, prior to July 1, 1922.
26. Abstracts of payments submitted by postmasters up to and including June 30, 1921.

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27. Daily letter files up to January 1, 1924. (These are extra carbon copies of letters written in the division which are kept in a separate file by dates for ready reference in the event the regular case can not be located, and do not serve any useful purpose after a period of approximately six months.)

CONTRACT VEHICLE SERVICE

28. Vehicle hire allowances from July 1, 1918, to June 30, 1920.
29. Postmasters' certificates of performance of formal contract service to July 1, 1919.
30. Correspondence relating to fines and deductions against contractors for vehicle service to July 1, 1919.

DIVISION OF POST OFFICE AND GARAGE QUARTERS

31. Lease files prior to July 1, 1911.
32. Contract station files prior to July 1, 1922.

BUREAU OF THE SECOND ASSISTANT POSTMASTER GENERAL

DIVISION OF RAILWAY MAIL SERVICE

1. Complaints, 1918 to 1919. All States (in folders).
2. References, correspondence with division superintendents, 1918 and 1919.
3. Tests, 1918 to 1920, to ascertain time between cities.
4. Miscellaneous matter prior to 1915.
5. Casualty reports, 1920 and 1921 (2 bundles).
6. Authorizations for miscellaneous expenditures, 1918.
7. Telegraph bills, 1916 to 1919.
8. Newspaper complaints, 1918 and 1919, all States (in folders).
9. Job tickets, railway mail service printing office, 1915 (Nos. 380 to 492).
10. Storage cars, unloading at District of Columbia, 1920.
11. Train connections missed 1920. Circular letter 977.
12. Complaints of parcel post delays, 1918 and 1919, all States.
13. Car statistics, 1914 (2 bundles).
14. Bond correspondence. 1904-1909 (4 packages).
15. Inspection of lines, terminal railway post offices and transfer clerks' offices, 1918.
16. Journal of miscellaneous expenditures, March, 1917, to December, 1918.
17. Equipment in terminal railway post offices, 1915.
18. Salary and travel allowance payments to railway postal clerks prior to January 1, 1920.
19. Journal to December, 1919, and years preceding (3 packages).
20. Reports of changes in employees railway mail service (C. S. C.), 1920 (5 packages).
21. Shipment of bags and locks, 1922 (4 packages).
22. Mail on closed pouch lines (2 packages).
23. Space recommendations, 1919-1922.
24. Tentative organization sheets, 1918.
25. Transcontinental mails for trans-Pacific destination, 1918 and 1919.
26. Parcel-post schemes and corrections, 1911-1915.
27. Data for annual reports 1913 to 1919.
28. Cost of Dis. reports, 1916, 1917, and 1918 (4 bundles).
29. Statements, annual travel allowance, 1922.
30. Publishers' scheme distribution, 1917.
31. List of typewriters in Railway Mail Service offices, 1917-1919.
32. Old organization sheets, 1918 to 1920 (3 bundles).
33. Travel allowance changes, 1922.
34. Replies from banks relative to service, 1919.
35. Tentative organization, 1920 (2 bundles).
36. Correspondence relating to space, 1916 and 1917.
37. Short paid registered fee, 1918.
38. Mail bags and equipment, holiday mails, 1919.
39. Mail bags, 1918, 1919, and 1920.
40. Terminal railway post office reports, 1915 and prior.
41. Delay to class B and C trains, eighth division, 1918.
42. Daily reports mail bag depositories, 1920 (2 bundles).
43. Terminal railway post office correspondence (5 bundles), 1915.



44. Miscellaneous correspondence, relating to supplies and equipment, 1920.
45. Annual authorizations on postmasters for miscellaneous expenditures during fiscal year 1919.
46. Semimonthly pay-sheet certificates, 1920.
47. Applications for guard positions 1921 (2 bundles).
48. Analysis of labor cost, May, 1916.

## DIVISION OF RAILWAY ADJUSTMENTS

49. Cases of fines and deductions, railroad and electric car service, July 1, 1917, to June 30, 1918 (archives).
50. "Clear" affidavits, electric car service, January 1, 1922, to December 31, 1922.
51. Memoranda of proposed orders for fines and deductions, railroad and electric car service, July 1, 1922, to June 30, 1923.
52. Card records of dimensions of railway post office and apartment cars prior to January 1, 1923.
53. Miscellaneous data and reports of boat service in New York Harbor and to quarantine, to June 30, 1917.
54. Package of miscellaneous orders and instructions relative to clerical assignments and work in the old division of inspection, to June 30, 1908.
55. Package of Journals (copies) of orders changing service and payments for service, 1919 and 1920.
56. Bundle of memorandum bills of lading covering shipments of mail bags, 1914 and 1915.
57. Five packages of memorandum bills of lading of mail shipments by boat between Baltimore, Md., and Westpoint, Va., 1920 and 1921.
58. Package of memorandum bills of lading, blue tag, 1921.
59. Correspondence and cases of fourth contract section, term 1914-1918.
60. Cases of fines and deductions, fourth contract section, term 1914-1918.
61. Mail messenger notices of fines and deductions prior to July 1, 1918.
62. Circulars and correspondence, mail-messenger service, to June 30, 1918.
63. Quarterly reports for side service, card form 2859, including September 30, 1922.

## DIVISION OF FOREIGN MAILS

64. Correspondence includes miscellaneous by countries; irregularities by countries; and requests for return or change of address; relative to parcel post and undeliverable parcel post; inquiries relative to the monthly foreign mail steamship schedule of this department (file No. 8663); convention details; Canadian publications, and United States publications and fraudulent stamps, up to December 31, 1922.
65. Letters of designation, revocation, and acknowledgment of the appointment of Navy mail and assistant Navy mail clerks, up to December 31, 1922.

## BUREAU OF THE THIRD ASSISTANT POSTMASTER GENERAL

## DIVISION OF CLASSIFICATION

1. Office memoranda in connection with entry of publications as second-class matter and registry of news agents prior to January 1, 1924, consisting of admission, annulment, and denial cards, conditional permits and copies of special rate authorizations.
2. Old letters requesting copies of forms, circulars, etc., and miscellaneous correspondence of no permanent value, prior to January 1, 1924.
3. Jackets containing correspondence relative to entry as second-class matter of publications which have gone out of existence, prior to January 1, 1923 (dead cases).
4. Statements of ownership, management, circulation, etc., of publications, prior to 1921.

## DIVISION OF MONEY ORDERS

5. Form 6033 (application for special checks for payment of money orders and correspondence pertaining thereto); Form 6035 (application for renewal of credit with the Treasurer of the United States); and Form 6054 (application for money-order checks), prior to July 1, 1924.
6. Form 6722a, notification of dispatch and receipt of exchange lists to and from various countries, for year 1923 and prior.
7. Form 6024, notification of transfer of funds, for year 1923 and prior.

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8. List of checks paid by the Treasurer of the United States, for year 1922 and prior.
9. Comptroller General's report for balance due on money-order account with foreign countries, for year 1922 and prior.
10. Reports by postmaster, New York, N. Y., of rates of exchange and bills of exchange purchased on money-order account, for year 1921 and prior.
11. Record of money-order checks drawn by postmasters, for year 1922 and prior.
12. Report of the Comptroller of the Post Office Department of semidomestic money orders listed back to foreign countries for the year 1922 and prior.
13. Receipts of incoming postmaster to his predecessor for money-order books blanks, etc., for the year 1921 and prior.
14. General correspondence for the year 1921 and prior.

DIVISION OF STAMPS

15. Miscellaneous correspondence of the division of stamps on different subjects of date prior to 1920.
16. Postmasters' summary of requisitions on Form 3202-c for special-request stamped envelopes of date prior to 1922.
17. Invoices for printed return-card stamped envelopes of date prior to 1922.
18. Invoices for postage stamps of date prior to 1922.
19. Requisition cards, record of stamped paper charged to postmasters of date prior to January 1, 1920.
20. Jacket cases of credits allowed postmasters for stamped paper returned to the department for redemption of date prior to 1921.

DIVISION OF REGISTERED MAILS

21. Annual statistical reports, card forms, prior to July 1, 1923.
22. Correspondence relating to miscellaneous irregularities in treatment of registered, insured, and C. O. D. mail, prior to July 1, 1924.
23. General correspondence, not of precedent nature or of importance, prior to January 1, 1924.
24. Irregularity reports and correspondence connected therewith relating to registered, insured, and C. O. D. mail, prior to July 1, 1924.
25. Papers involving paid (not disapproved) parcel post (insured and C. O. D.) indemnity claims adjusted prior to July 1, 1923.
26. Indemnity A cases adjusted prior to July 1, 1922 (except certain cases which may be desired after examination).
27. Indemnity F cases adjusted prior to July 1, 1922 (except certain cases which may be desired after examination).
28. Form 3841-T, monthly reports from central accounting offices covering indemnity claims involving insured and C. O. D. parcels prior to January 1, 1924 (except certain reports which may be desired after examination).

DIVISION OF FINANCE

29. Correspondence regarding undeliverable warrants prior to January 1, 1920.
30. Certificates of deposit of postal funds prior to July 1, 1923.
31. Correspondence regarding undeliverable checks of the superintendent, division of finance, prior to July, 1922.

BUREAU OF THE FOURTH ASSISTANT POSTMASTER GENERAL

DIVISION OF RURAL MAILS

1. Refused petitions for rural service dated prior to January 1, 1920.
2. Bonds of rural carriers separated from the service prior to January 1, 1922.
3. Adverse reports Rural Delivery Service dated prior to January 1, 1921.
4. Correspondence relating to the establishment and conduct of star routes the contract for which expired prior to July 1, 1920 (second contract section).
5. Rural carriers' personal files (removed or resigned from service) prior to January 1, 1915.
6. Reports of paying postmasters prior to January 1, 1920 (deductions, remissions, and disbursements).
7. Carriers' trip reports, March, 1922.
8. Rural delivery (district cards).

## DIVISION OF EQUIPMENT AND SUPPLIES

9. Postmasters' requisitions, authorizations, and correspondence prior to 1923 (681 packages).
10. Money-order forms; requisitions for 1923 (19 packages).
11. Money-order sheets, 1923 and prior (2 packages).
12. Rural delivery amendments, 1921 (18 packages).
13. Facing slips and strip labels; requisitions for 1922 and 1923 (57 packages).
14. Stamp orders, 1921 (3 packages).
15. Railway Mail Service; authorizations, requisitions, and correspondence for 1920, 1921, and 1922 (16 packages).
16. Card record of cleaning supplies, 1916-1921 (7 packages).
17. Take-off slips, miscellaneous, 1923 (7 packages).
18. Cost report, 1917, mail equipment shops (1 package).
19. Time clock, postmasters' reports on number in service, 1922 (1 package).
20. Firearms, 1921-1923 (1 package).
21. Navy mail, 1918-1923 (1 package).
22. Air mail, prior 1923 (1 package).
23. Canceling-machine report, 1920-21 (2 packages).
24. Post-office inspectors, 1921-1923 (3 packages).
25. Official and registry envelope sheets, 1919-1921 (1 package).
26. Mail-box equipment, number of boxes supplied service, 1922 (1 package).
27. Twine, supplied large offices in 1922 (1 package).
28. Incidental expenses, City Delivery Service, prior to 1920.



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